

MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK

**FORMAL SESSION
March 21, 2007**

The Board of Directors of Maricopa County Library District, Phoenix, Arizona, convened in Formal Session at 9:00 a.m., March 21, 2007, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Fulton Brock, Chairman, District 1; Andrew Kunasek, Vice Chairman, District 3; Don Stapley, District 2, Max W. Wilson, District 4 and Mary Rose Wilcox, District 5. Also present: Fran McCarroll, Clerk of the Board; Shirley Million, Minutes Coordinator; David Smith, County Manager; and Victoria Mangiapane, Deputy County Attorney. Votes of the Members will be recorded as follows: aye-no-absent-abstain.

MINUTES

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve the minutes of the meetings held on November 1, 2006,

PERSONNEL AGENDA

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve the Library District Personnel Agenda (Exhibit D). Exhibit D will be found at the end of this set of minutes.

DONATIONS

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve the following donations.

- a. Accept the donation reports received for February 2007 as on file in the Clerk of the Board's office and retained in accordance with ASLAPR approved retention schedule. (ADM2800-006)

Non-cash donation of \$1,868.35

- b. A donation of a Ro-go Ball Wall Mount valued at \$2,581.56 from the Friends of the George L. Campbell Branch Library to the Campbell Branch Library and a donation of Brodart display shelving valued at \$2,290.10 from the Fountain Hills Library Association (Friends) to the Fountain Hills Branch Library. Total value of the material is \$4,871.66. (C6507018000) (ADM2800-006)
- c. A donation of fiction books and music CDs valued at \$1,363.85 and 62 ESL materials valued at \$1,997.27 from the Friends of the Southeast Regional Library to the Southeast Regional. Total value of the material is \$3,361.12. (C6507021000) (ADM2800-006)

GRANT FOR LANGUAGE TRANSLATION SOFTWARE

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve the acceptance of a grant from The Arizona State Department of Education not-to-exceed the amount of \$18,406 to the Library District in support of extending usage statewide of a language translation software product known as Rosetta Stone. The agreement takes effect upon filing with the Secretary of State through October 31, 2008. The parties shall have the right to renew in one-year increments, or any portion thereof, not to exceed a total agreement term of five years.

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Also, increase revenues and expenditures in the Library District (650), Fund (242) in the amount of \$18,406. The District's indirect cost recovery rate is 8.66%. Indirect costs are not recoverable. (C6507020300)

UPDATED MEETING ROOM POLICY

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve an updated Meeting Room Policy for the Library District. The District's Meeting Room Policy has been updated to ensure it meets all current laws concerning meeting rooms used by community groups in public libraries. The revised policy addresses issues of who can use rooms, how often, for what purpose, and liability concerns. The Board of Directors may establish a fee for use of a Meeting Room. (C6507022600) (ADM2808)

A. PURPOSE

Meeting Rooms are designed to meet general informational, educational, cultural and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, story times, puppet shows and films. Any gathering must not interfere with the library's primary function as a sanctuary for reading, writing and quiet contemplation.

B. POLICY

Meeting Rooms are available for public gatherings of a community, cultural, or educational nature. Examples of events that are NOT allowed in library meeting rooms include, but are not limited to, wedding receptions, birthday parties, money-raising functions and commercial endeavors.

The fact that a group is permitted to use a meeting room does not constitute endorsement by the Library District of the group's policies or beliefs.

Library District sponsored or co-sponsored programs will always be given first priority in scheduling.

C. DEFINITIONS

Library District: The Maricopa County Library District which provides library service to residents of Maricopa County.

Meeting Rooms: Space available in a Library District facility for scheduling meetings in an enclosed room.

D. AUTHORITY/RESPONSIBILITY

Requests for use of Meeting Rooms may be made in person, by telephone, or in writing. Requests will be honored on first-come, first-served basis. All applicants are required to sign a Meeting Room User Agreement form.

E. PROCEDURE

1. Meeting rooms are available during the regular library hours only.

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- a. Single or nonrecurring events may be scheduled no sooner than one month in advance. Groups may not use the room more than once a week.
 - b. Reoccurring events can be scheduled up to a year in advance for the balance of the calendar year at the time of the policy's adoption, and thereafter at the beginning of each calendar year. Reoccurring events cannot be scheduled for more than once per month. In the event that there are multiple requests for the same date and time, reservations will be determined by lottery at the beginning of the year. Once secured, a reoccurring event cannot be displaced by another meeting request, unless the reoccurring event is cancelled for that meeting time or for the remainder of the calendar year.
2. Groups must leave the rooms 15 minutes before the Library closes.
3. Meeting Room attendance may not exceed the maximum posted occupancy.
4. Notice of cancellation should be made as soon as possible. After 15 minutes, a group may forfeit its reservation if it fails to appear as scheduled.
5. Smoking and serving of intoxicating beverages in public Meeting Rooms is prohibited. Gambling activities of any type may not take place in library Meeting Rooms. No lighted candles of any kind are allowed on library premises.
6. Library staff shall not be responsible for the physical arrangement of the meeting room or arrangements for refreshments. Tables and chairs are provided in the facility. The Meeting Room must be returned to its original condition and arrangement.
7. Groups holding meetings in Library District facilities assume responsibility for any damage to the room, contents, or equipment. The individual signing the Application for Use of Meeting Room will be designated the person responsible for the condition of the room. Permission to use Meeting Rooms may be withheld from groups failing to comply with Meeting Rooms policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.
8. Charges will be assessed for cleaning required, or damage incurred, during the use of the meeting room.
9. Groups may not charge admission fees for meetings held in Library Meeting Rooms.
10. Library Management reserves the right to revoke permission to use Meeting Rooms if users violate any part of these regulations. The Library District reserves the right to pre-empt use of Meeting Rooms without notice.
11. The Board of Directors may establish a fee for use of a Meeting Room.
12. The Library District reserves the right to require any user to show acceptable liability insurance coverage for the "intended use."

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SOLE SOURCE CONTRACT FOR ELECTRONIC MESSAGING SYSTEM

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to approve a sole source contract with Interface Electronics for a not-to-exceed amount of \$150,000 for the purchase of a POTOMAC Electronic Messaging System. Action on this item is subject to County Counsel's review and approval of the final contract and subsequent execution of the contract. (C6507024100)

DONATION

Motion was made by Director Stapley, seconded by Director Kunasek, and unanimously carried (5-0) to accept a donation from Joanne Harris of a 9' Mounted Sailfish, caught by the late Harlan Harris, former Director of Equipment Services, for placement in one of the Library District facilities. (ADM103) (ADM2800-006)

MEETING ADJOURNED

There being no further business to come before the Board, the meeting was adjourned.

Fulton Brock, Chairman of the Board

ATTEST:

Fran McCarroll, Clerk of the Board